



REQUEST FOR PROPOSAL

2015 DADDY DAUGHTER DINNER DANCE PHOTOGRAPHER - November 2014

The Woodlands Township is requesting proposals from professional photography groups to provide quality event photo packages for the 2015 Daddy Daughter Dinner Dance participants (600+ participants), which will be held at the Waterway Marriott on February 7, 2015.

General Specifications:

- The Woodlands Township reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if The Township believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by The Township.
- The Township also reserves the right to waive all informalities and defects in the bids and the bidding process not involving price, time of submittal or changes in the Work and to negotiate contract terms with the Successful Bidder. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the bid, The Township reserves the right to consider the most advantageous bid thereof or to reject the bid.
- Proposals shall be firm for the year 2015 (February 7, 2015)
- All Proposals shall be described in a separate letter addressing all specifications outlined in the proposal packet. The proposal shall outline experience and proven ability to successfully perform the specified work, along with experiences with similar scope of services, quality and reliability and references.
- All blanks spaces must be filled in, in ink or typewritten and the Proposal form must be fully completed and executed when submitted. Proposer shall **complete every space** in the proposer's initials column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.
- The Woodlands Township shall not be liable for any costs incurred by proposers in responding to this proposal or for the performance evaluation, if required.

- Evaluation of bid takes into account the following considerations: references, vendor's service, experience, knowledge of The Woodlands, etc.
- Any questions about the meaning, the intent or the specifications can be inquired by the Bidder through E-Mail to Pamela Woods, Recreation Superintendent at pwoods@thewoodlandstowship-tx.gov or phone 281.210.3950
- All bids must be received by The Woodlands Township, Parks and Recreation Department, 5310 Research Forest Drive, The Woodlands, TX 77381 no later than ***1:00 pm on Monday, December 5, 2014***

Release Date: November 20, 2014

Specifications and Acknowledgment

Proposer shall **complete every space** in the proposer's initials column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

	Description of Requirement	Proposer's Initials
1	Proposal shall be inclusive of all costs related to the provision of photography services (staff, vehicles, set up, tear down, equipment, insurance, etc) to meet the requirements of this scope of work and specifications.	
	Event: Dates/Participation/Locations/Duration	
2	Event: Daddy Daughter Dinner Dance Event Date: Saturday, February 7, 2015 Estimated Participants: 550-600 total attendees/ approximately 280 daddy daughter couple/ families) Estimated Duration: 5 hours – Picture Station open from 4:30-8:30pm; set up and breakdown of backdrop/ equipment must be within a 2 hour window before and after event. Location: The Woodlands Waterway Marriott.	
	Standard of Conduct and Appearance	
3	Event is family oriented and formal, catering to all ages of dads and daughters. Vendor shall exhibit proper decorum and act in a professional manner during programs. Vendor may not smoke or drink alcoholic beverages while providing services to The Township that are outlined in this bid.	
4	Adherence to image standards - meaning each employee will be identified by a company uniform/ nametag. Event is formal so formal attire is required.	
	Photos	
5	Photographer must include a photo package list with the proposal. At least 3 packages must be listed as options.	
6	Photos must be set up for mail delivery after the event. Photos should be sent no later than 3 weeks after the event by the photographer.	
7	A themed backdrop required for event; 2 backdrop samples shall be included in this proposal for review. The backdrops should be Valentine themed.	
8	Photographer shall provide all props, backgrounds, lighting and supplies as necessary.	
9	Photographer will pay 20% of the combined gross receipts minus sales tax and mailing fees received to The Woodlands Recreation Center. A check payment shall be made out to The Woodlands Township no later than three weeks after the event.	
10	Promotional Photography will be taken at event of event setup, candid photos in the ballroom and lobby of the event and will be provided to the Township at no cost. 200 photos required	
11	Promotional Photography CD/Portable Storage Device - The vendor shall provide	

	to The Woodlands Township no later than two (2) weeks from the date of the event: <ul style="list-style-type: none"> • CD/Portable Storage Device or link for photo downloads with promotional pictures taken for the event. • High Resolution Images in a JPG (*.jpg) format • Unlimited Copyright for promotional photographs to be used in brochure, website and any other marketing needs. 	
	Rainout / Cancellation Procedure	
12	This is a rain or shine event and will not be cancelled.	
	Communication	
13	Selected vendor shall be capable of receiving communication and orders by fax, web, email, and via phone call/message.	
	Insurance Requirements	
14	Selected vendor shall provide The Woodlands Township acceptable proof of insurance which meets the requirements as identified in the proposal packet. Attachment A	
	Proposal Evaluation	
15	Evaluations of the bid will be based on fee or in-kind services or a combination thereof provided by the vendor of services for specified events.	
16	Bidder is required to submit three (3) references of previous projects/services of similar size and scope races/events. The reference list shall include with addresses and contact information that the vendor has provided to similar clients within the past two (2) years.	
17	Evaluations will be based on the vendors experience and proven ability to successfully perform the specified work, along with experiences with similar scope of services, quality and reliability and references.	
18	Proposer is required to submit three (3) photos to showcase the proposer's quality of work and range of photography services.	
19	Proposals will be scored on the following criteria: 15% - Knowledge of The event 20% - References 40% - Vendor's Deliverables 15% - Knowledge of The Woodlands 10% - Quality Produce and Experience	

DATE

PRINT/TYPE NAME

TITLE

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion of fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Signature

Name (please print)

Company and Address

Addendum Acknowledgement.

Please sign to indicate that you received the addenda by signing your name along with the date received.

Addenda #1 _____

Addenda #2 _____

Addenda #3 _____

References

Please provide information from three (3) references

1. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

2. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

3. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

Insurance Requirements

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

Worker's Compensation Insurance -	Statutory
Employers Liability -	\$100,000

Automobile Liability (Including Owned and Non-Owned autos)

Bodily Injury	-	\$250,000 each person
	-	\$500,000 each occurrence
Property Damage	-	\$100,000 each occurrence

Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:

Each occurrence for premises/operations:

Broad form CGL liability coverage	\$1,000,000	-
Products/ Operations aggregate	\$1,000,000	-
Advertising Injury	-	\$1,000,000 -
General Aggregate	-	\$2,000,000 -

Umbrella Liability	-	\$1,000,000 each occurrence
	-	\$1,000,000 annual aggregate
	-	\$ 25,000 self insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to The Woodlands Township shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against The Woodlands Township and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify The Woodlands Township to The Woodlands Township in duplicate, evidencing compliance with all requirements herein. The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless The Woodlands Township.